

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: October 15, 2001

REPLY TO

ATTN OF: AD-442:Boyer

SUBJECT: **VOLUNTARY SOLICITATION – ASSETS MANAGEMENT SUPPORT SPECIALIST,
GS-301-7 OR GS-301-9**


TO: All ORO and YAO Employees

The Office of the Assistant Manager for Assets Utilization will have a temporary vacancy for an Assets Management Support Specialist, GS-301-7 or GS-301-9, while the current specialist is on extended leave. The temporary vacancy is expected to start in mid-November. The Assistant Manager for Assets Utilization will fill this temporary position with a current Oak Ridge Operations Office and/or Y-12 Area Office employee by either a detail or temporary promotion, as appropriate.

Consideration for a temporary promotion to this position will be given to candidates who meet the qualification requirements for the GS-301 series at the appropriate grade level. The candidate selected to fill this temporary vacancy will return to his/her permanent position at the end of the assignment. If the candidate selected for this assignment receives a temporary promotion, the candidate will be returned to the grade and step of his/her permanent position at the end of the temporary promotion which will not exceed 120 days.

If you wish to be considered for this temporary assignment, please register on the voluntary solicitation database at www-internal.oro.doe.gov/pmab/solicitation and submit a resume to Nina Boyer in the Personnel and Management Analysis Branch, AD-442, by close of business October 29, 2001. Resumes may be submitted electronically to boyerne@oro.doe.gov.

If you have any questions regarding this solicitation of interest, please contact Nina Boyer at (865) 576-4758 or at the above e-mail address.


Melanie M. Kent, Chief
Personnel and Management
Analysis Branch